Student Information System (SIS) – Instructor Help Manual

Record Student Performance on Tasks - Click Button B

- ♦ Select Duty
- ◆ 2 Tabs Tasks and MLRs: →Click Tasks Shows all the tasks for the Duty Area you selected
- ◆ Click the **Record Student Performance Button** in the task you want. A screen will appear showing the Course Duty Task you have selected and students (if any) who already have a rating on the particular task
- ♦ Use pull-down menu to **select student.**
- ◆ Use pull-down menu to **select performance rating**. Text associated with number (1-2-3) ratings will appear on screen as well
- ♦ Note: You may select individual students or click on WHOLE CLASS button to continue recording performance on this task

Task Performance Level Rating Key

- 1: Limited skill, requires additional instruction and/or practice
- 2. Moderate skill; demonstrates progress toward performance criteria
- 3. Skilled; meets or exceeds performance criteria

Record Student Performance on MLR - Click Button B

- ♦ Select Duty
- ◆ 2 Tabs Tasks and MLRs: →Click MLRs Shows all the MLRs linked to the Duty Area you selected.

NOTE You Can't View MLR linked to Duties until you've made the links. See directions for Link MLR to Duty Areas (Button E)

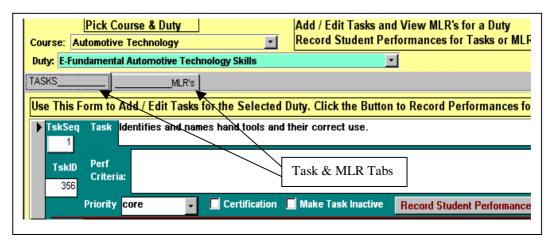
- ◆ Click the **Record Student Performance Button** in the MLR you want. A screen will appear showing the Course Duty Task you have selected and students (if any) who already have a rating on the particular MLR.
- Use pull-down menu to select student.
- ◆ Use pull-down menu to **select performance rating**. Text associated with number (1-2-3) ratings will appear on screen as well.
- ♦ Note: You may select individual students or click on WHOLE CLASS button to continue recording performance on an MLR.

MLR Performance Level Rating Key

Ratings refer to performance of MLR in the context of a specific activity:

- 1. Demonstrates less than satisfactory proficiency.
- 2. Demonstrates moderate proficiency.
- 3. Demonstrates proficiency.

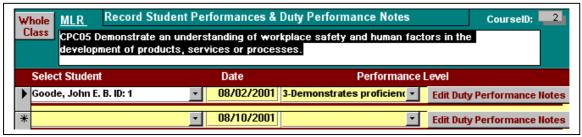
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Button B Screen



Button B Screen with Task Tab Selected



Button B Screen with MLR Tab Selected